

BOARD OF PARDONS AND PAROLES JOB DESCRIPTION

POSITION TITLE: PROGRAM SPECIALIST I -
Board of Pardons and Paroles

SALARY GROUP: B17

DEPARTMENT: Board of Pardons and Paroles

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: David Gutierrez DATE: 02/04/2016

POSITION #: 064020

I. JOB SUMMARY

Performs routine consultative services and technical assistance work. Work involves assisting in planning, developing, and implementing an agency program; and providing consultative services and technical assistance to program staff, governmental agencies, community organizations, and the public. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Assists in planning, developing, and implementing Board of Pardons and Paroles (BPP) programs; assists in the review of program area operations and procedures; assists in preparing justifications for the implementation of policy and procedural changes; and monitors compliance with policies and procedures.
 - B. Coordinates and reviews parole board documentation; assists in the preparation of statistical and technical reports, studies, and specialized research projects; edits reports and special publications; and assists in preparing and evaluating program budget requests.
 - C. Assists with studying and analyzing operations and problems and prepares reports of findings and recommendations; confers with staff on program problems; assists in the preparation of training and operational manuals and educational materials; and receives, reviews, and responds to inquiries regarding BPP policies, procedures, rules, and issues.
 - D. Provides training and technical assistance in the program area.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Criminal Justice, Counseling, Social Work, Psychology, Sociology, Education, or a related field preferred. Each year of experience as described below in excess of the required four years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Four years full-time, wage-earning technical program support or public administration experience.
3. Pardons and paroles experience preferred.
4. Computer operations experience preferred.

B. Knowledge and Skills

1. Knowledge of the principles and practices of public administration and management.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill in administrative problem-solving techniques.
8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
9. Skill to review technical data and prepare technical reports.
10. Skill to prepare and maintain accurate records, files, and reports.

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- 11. Skill to develop and evaluate administrative policies and procedures.
- 12. Skill to train others.
- 13. Skill to type 45 words per minute (with no more than 10 errors) preferred.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.